

## Form A-2: Short Form Application Checklist (All Levels)

Name of Applying Organization:	
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**THIS FORM IS NOT A SUBSTITUTE FOR READING THE ENTIRE GUIDELINES.**

Please submit an original plus 4 copies of the following **in the following order**:  
Please 3-hole-punch all copies. Do not 3-hole punch the original.

- ☐ The following obligations have been met:
- Current year Contract Initiation Components by August 31
  - All required insurance documents are current
  - Last year's Final Report submitted by September 30 (excluding audit)
  - The applicant is not currently debarred from entering into contracts with any government entity.

### REQUIRED DOCUMENTS

- ☐ Form A-2: Short Form Application Checklist (Authorized Signature required)
- ☐ Form B: Application Cover Page
- ☐ Form C: Mission Statement, Goals and Objectives
- ☐ Narrative Section (Refer to the Guidelines for all the questions.)
- ☐ California Cultural Data Project (CDP) Funder Report for City of San Diego Commission for Arts and Culture – Organizational Support Program Application (printout from the CDP website)
- ☐ Budget Notes
- ☐ Form D: Calculating Your Annual Operating Income (AOI) and Amount Requested
- ☐ Form E: Participation Table and Questions plus THREE (3) attachments, if applicable
- ☐ Form F: Board Resolution (Authorized signature required)
- ☐ Printout of a San Diego Art + Sol Calendar Listing
- ☐ Key Staff Roster and Short Bios (dated)
- ☐ Board Roster and Short Bios (voting members clearly indicated and dated)

### EXECUTIVE DIRECTOR'S CERTIFICATION:

By checking every required box above and by signing below, I certify that this application has been reviewed by me and is complete, accurate, and in the correct order.

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_